The Graduate School

L. Evans Roth, Vice Chancellor for Graduate Studies and Research

The mission of The University of Tennessee, Knoxville, is to offer in-struction on all levels of higher educa-tion, engage in and train for research, and provide extended services of great variety. The obligations of this mission are reinforced by the fact that the State University and the official Land-Grant Institution of Tennessee.

Advanced Graduate Work and Research

The University of Tennessee has some obligations not shared in the same degree by other public colleges and universities of the state, although these specialized functions are common to most major state universities and land-grant institutions. For instance, the University must develop and maintain advanced instruction and research in the basic arts and sciences and in professional and occupational areas dependent upon the fundamental fields of learning, especially (but not exclusively) those of substantial importance to the state. It is the business of such a state university to advance the frontiers of knowledge in all areas of human concern, to discover facts previously unknown, to present new theories and test those previously not established, and thereby augment the intellectual heritage of the human race. The major basic research in America is conducted in American universities.

This research obligation is not primary in all colleges, but the search for new knowledge and its application to the chang-
specialization in many aspects of atmospheric and space flight such as subsonic to hypersonic aerodynamics; aerospace vehicle design; control and guidance; modern materials and structures; propulsion systems; aircraft noise and sonic boom; flight simulation; avionics; plasma-dynamics; flow diagnostics including spectroscopic and electrooptic means; systems management and cybernetics. Course work and research work in related areas of environmental pollution control, earth resources, energy conversion, materials and systems and simulation are also available. The research personnel and facilities of the Institute and those available at the Arnold Center through appropriate contractual arrangements provide an outstanding opportunity for meaningful research in these and other areas. Students who enroll at UT SI must be admitted to the Graduate School, University of Tennessee, Knoxville. Further information concerning the Institute may be obtained from the Dean, The University of Tennessee Space Institute, Tullahoma, Tennessee 37388. Application forms and an announcement of the Institute's programs are available upon request.

The University of Tennessee at Nashville: Opportunities for graduate study leading to the degree of Master of Science in areas of civil engineering, engineering administration, and engineering management are offered by The University of Tennessee, Knoxville, and are administered by the Vice Chancellor for Graduate Studies and Research.

Students who enroll in those programs must be admitted to The University of Tennessee, Knoxville, Graduate School. Information and appropriate forms may be obtained from the Registrar, The University of Tennessee, 10th and Charlotte, Nashville, Tennessee 37203.

The University of Tennessee—Oak Ridge Graduate School of Biomedical Sciences: The University provides programs leading to the M.S. and Ph.D. degrees in various areas of biomedical sciences. Graduate students have the opportunity to study and to do research in conjunction with the Biology Division of the Oak Ridge National Laboratory.

For complete information concerning the program, see page 147.

School of Social Work: The University of Tennessee offers a fully accredited two-year program leading to the degree of Master of Science in Social Work through the School of Social Work, with programs in Nashville, Knoxville, and Memphis.

For complete information concerning the programs, see page 154.

Radiation Biology: A graduate major in the field of radiation biology leading to the M.S. and Ph.D. degrees is offered through the Institute of Radiation Biology.

For complete information concerning the program, see page 146.

Admission and Registration

Admission to the Graduate School requires a Bachelor's degree, or its equivalent, with a satisfactory grade point average from an accredited college or university. A minimum grade point average of 2.5 out of a possible 4.0, or a 3.0 for the senior year, is considered a satisfactory grade point average. Meeting the minimum admission requirement does not insure acceptance into a degree program since other factors may prevent admission in some areas.

An application cannot be processed without the $10 fee (payable to The University of Tennessee).

If permission to enter The University of Tennessee Graduate School is given prior to graduation, this admission is automatically withdrawn if the Bachelor's degree is not awarded before the date of registration.

If an applicant does not enter Graduate School the quarter in which admission is requested, the file is destroyed after one year unless permission is requested and granted to enter in a future quarter. Applicants who reapply must submit a new application and fee.

Admission to the Graduate School does not imply admission to candidacy for the degree desired; admission to candidacy must be obtained after entry but at least one full quarter prior to receipt of the Master's degree and three quarters prior to receipt of the Doctorate.

Types of Admissions

Admission to a Graduate Degree Program: Master's Degree—Admission to a degree program requires a minimum grade point average of 2.5 out of a possible 4.0 or 3.0 during the senior year. However, many departments in which admission is requested require a higher average. (Refer to pages 8-9 for items required for admission.)

Doctor's Degree—In addition to meeting the minimum requirements for admission to the Graduate School, applicants at the doctoral level must have demonstrated a potential for superior academic performance. To be considered are such criteria as performance in prior undergraduate and/or Master's level studies, achievement on aptitude tests for graduate studies, letters of recommendation from professors familiar with the applicant's capabilities, and similar evidences of scholarly achievement. (Refer to description of doctoral programs for specific requirements for admission.)

Non-degree Graduate Students: No more than 18 hours of course work completed by a student while in the non-degree status may be included in a Master's degree program. The applicant must have a satisfactory grade average (2.5 out of a possible 4.0 or 3.0 during the senior year). Non-degree students may take courses for graduate credit, providing the department approves the registration, but cannot be admitted to candidacy for a degree without first gaining admission to a graduate degree program.

Some departments will not permit non-degree students to register for graduate credit. Please contact the head of the department in which a major is planned concerning registration for graduate credit. No international student may enroll as a non-degree graduate student.

Transient Graduate Students: A student who has been admitted to a degree program at another institution and who wishes to take courses for transfer to that institution may be admitted on receipt of the Certification of Transient Graduate Admission Form which may be obtained from The University of Tennessee Graduate School. This form must be completed prior to registration. A student may take no more than 18 total hours of courses while in transient status.

Eligibility of Seniors: A senior in The University of Tennessee who needs less than 45 hours to complete the requirements for a Bachelor's degree and has at least a B average (3.0), may take sufficient work for graduate credit to make a total of not more than 15 credit hours per quarter, subject to the approval of the Vice Chancellor for Graduate Studies and Research. Such approval must be obtained each quarter at registration through the Graduate Office.

Admission of Faculty Members: Faculty members may be admitted to the Graduate School through established procedures. However, the following persons may not receive doctoral degrees from The University of Tennessee, Knoxville: a. Any member of the instructional, research, library, or administrative staff holding the rank of assistant professor and above or equivalent status at The University of Tennessee, Knoxville; b. Staff in the Institute of Agriculture holding rank of associate professor and above or equivalent status and occupying full-time research and extension positions; c. Any member of The University of Tennessee system administration holding the rank of assistant professor and above or equivalent status, except in the case of Institute of Agriculture personnel as specified in "b" above.

Any exceptions to this policy shall be made by petition to the Graduate Council of The University of Tennessee, Knoxville. Evasion of these restrictions through temporary resignation, acceptance of a lower rank, or leave of absence is not allowable. A faculty member may, however, do graduate work on a non-degree basis.

Admission of International Students: The Graduate School can accept only students who have outstanding records. A student from India must be First Class the last two
years of a four-year Bachelor’s degree program after completion of the twelfth grade. All students with a Master’s degree must be First Class. Applicants from other countries will be evaluated upon receipt of transcripts.

An applicant must present: (1) a complete and accurate chronological outline of all previous university-level education; (2) authorized school or university records, with certified translations if the records are in a language other than English; (3) evidence of financial resources sufficient to provide him/her with at least $4600 (U.S.) per academic year during the period of registration as a student; and (4) certification of proficiency in English. Every international student must submit a score of at least 475 on the Test of English as a Foreign Language (TOEFL)

Procedures for admission are as follows:

1. Complete the “Application for Admission” form (first page of the catalog); select a major from those listed on pages 9-9;
2. Return the completed application form along with a $10 application fee as soon as possible;
3. Request the registrar of all colleges and universities attended to send two official transcripts to the Graduate School (all documents, including transcripts, submitted for admission become the property of the University and will not be returned);
4. If required, submit scores from the Graduate Record Examination or Graduate Management Admission Test; and
5. Request that any reference or rating forms required as part of the application file be sent to the Graduate Office or where indicated.

Anyone with a Bachelor’s degree wishing to take courses for graduate credit, whether or not he or she desires to become a candidate for a degree, must make formal application for admission to the Graduate School or submit the Certification of Transient Graduate Admission Form. No action is taken until a file is complete.

Examinations

Applicants for admission to many of the degree programs are required to submit scores from the Graduate Record Examination or the Graduate Management Admission Test. (Refer to pages 8-9 for majors requiring these examinations.)

Each applicant is individually responsible for arrangements for the examination and for transmission of these scores directly from Educational Testing Service to the Vice Chancellor for Graduate Studies and Research. Application forms may be obtained from Educational Testing Service, Princeton, New Jersey 08540, or from the UT Graduate School Office.

The completed application form and examination fee must reach the proper office at the Educational Testing Service approximately one month in advance of the test date (tests are given four to five times each year). Approximately six weeks should be allowed for the examination results to reach the University.

The University of Tennessee is an approved testing center for both examinations.

Registration Procedures

Dates of registration are listed in the University Calendar (front of catalog). Students should report to the Graduate School to obtain registration materials (scan form and timetable of classes giving details concerning registration procedures) and then should see a department advisor to obtain a signature. Registration requires two days. The University holds advanced registration each quarter (approximately four to six weeks after each quarter begins). Information may be obtained from the Graduate Office. If a student participates in advanced registration, the student should obtain the class schedule and pay fees on the first day of registration.

All graduate students, including graduate and teaching assistants, research assistants, and scholarship or fellowship holders, should complete the registering procedure at registration (in Stokely Athletic Center) or afterwards at the Treasurer’s Office, where the assessment of their tuition and fees will be determined. Those who do not report to the Treasurer’s Office before the established deadline for paying fees will be charged the late registration fee. Retroactive registration is not permitted.

Fees, Financial Aid, and Fee Classification

University Fees

University fees are determined by the Board of Trustees and are subject to change without notice. The general fees in effect for graduate and Post-Baccalaureate students are as follows:

APPLICATION FEE: $10.00

Each graduate application for admission must be accompanied by a fee of $10 before it will be processed. (Fee not required if: (1) former UT graduate student; or (2) graduate application fee previously paid to a UT systems school.)

MAINTENANCE FEE (all students): PER QUARTER $160.00

TUITION (additional for out-of-state students): PER QUARTER $300.00

NOTE: In lieu of the above charge for tuition and/or maintenance fee, part-time students may elect to pay fees computed by the quarter hour credit (or audit) as follows:

In-State $22.00 per quarter hour or fraction thereof; minimum charge $66.00
Out-of-State
$52.00 per quarter hour or fraction thereof; minimum charge $156.00
All fees collected at registration are subject to audit for correctness. Adjustments, if needed, will be made after final audit.

UNIVERSITY PROGRAMS AND SERVICES FEE:
$15.00 Per Quarter
All graduate students taking in excess of six quarter hours per quarter will be assessed a university programs and services fee of $15 per quarter. Part-time students taking six quarter hours or less will be assessed at the rate of $1 per quarter hour or fraction thereof; minimum charge $3.

The fee for the summer quarter will be $12. Part-time students taking six quarter hours or less will be assessed at the rate of $1 per quarter hour or fraction thereof; minimum charge $3.

Graduate and teaching assistants, as well as fellowship students who may have waiver of fees (tuition and/or maintenance), must complete their registration at the Treasurer’s Office and pay the appropriate part of the fee.

Students enrolled exclusively in Evening School or at off-campus centers will be exempt from the programs and services fee.

Students taking a course load of six hours may elect to pay the full programs and services fee. This fee is not refundable.

LATE REGISTRATION FEE:
All students are required to have a validated fee receipt to complete the registration procedure. This includes students whose fees are billed, prepaid, or waived. Students who do not complete registration on the regular dates scheduled for this purpose will be charged a late registration fee of $43. See the University General Catalog for application of this fee. The payment of fees with a check which is not honored by the bank will incur a service charge of $10 to $43, depending on the date the check is redeemed.

MUSIC FEE:
One half-hour lesson per week, per quarter $20.00
One hour lesson per week, per quarter $40.00
Payable by students receiving individual instruction in music.

GRADUATION FEE:
Master’s degree candidates $16.00
Doctor’s degree candidates $41.00
There is no additional charge for diploma, binding, or microfilming.

DEFERRED PAYMENT SERVICE FEE:
$3.00
This fee is applicable when the payment of any part of a student’s account is deferred, including accounts which must be billed to outside agencies, organizations, and institutions. This fee is also applicable when any additional charge (out-of-state tuition, music fee, room and board adjustment, etc.) is not paid within five regular business days after the date it was incurred. Students should take the initiative to pay all University obligations promptly.

AUDITORS FEE:
Fees for courses being audited are the same as courses to be taken for credit. For fee purposes, non-credit seminars are considered as one-hour courses.

REFUND OF FEES FOR WITHDRAWAL:
Upon receipt of a class schedule, partial or complete, a student is responsible for payment of appropriate fees. Withdrawal from the University after receiving a class schedule, whether partial or complete, must be by official notification to the Office of Special Services because space in a class section is reserved until released. The minimum of 20 percent of fees will be charged even if classes are not attended. Failure to promptly notify the Office of Special Services when withdrawing could result in a larger percentage fee assessment. The effective date of withdrawal is the date the Office of Special Services is notified by completion of the official withdrawal request form.

For a regular academic quarter, withdrawal within seven calendar days beginning with the first day following regular registration permits an 80 percent fee refund. Withdrawal between 8 and 14 calendar days following regular registration permits a 60 percent fee refund. Withdrawal between 15 and 21 calendar days following regular registration permits a 40 percent fee refund. Withdrawal between 22 and 28 calendar days following regular registration permits a 20 percent fee refund. The above refund policy does not apply to the off-campus Graduate Centers. At the Centers, no refund is made after the first 14 days.

No refund is due on individual courses which are dropped unless the sum of the remaining fees at the hourly rate plus the adjusted charge for the course(s) dropped is less than the total amount paid or the maximum quarterly tuition and/or maintenance fee. On the Knoxville campus for a regular quarter, no refund is made for courses dropped later than 21 calendar days after the last regular registration day. A course for which a student has registered is not dropped until a drop/add slip is processed and recorded by the Records Office. Refunds resulting from dropped courses will be made after the final audit at the end of the quarter.

Rental charges and adjustments are determined by the Office of Residence Halls in accordance with the terms of the housing agreement or contract. Note: All charges and refunds will be made to the nearest even dollar.

The University is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges until student debts and obligations (other than Student Loan Fund notes) owed to the University are satisfied.

WAIVER OF FEES:
Graduate assistants, teaching assistants and others whose fees are billed, prepaid or waived must complete their registration with the Bursar’s Office, where they should have their fee receipt validated and supply necessary details concerning fee payment waiver.

Fee Classification for the Purpose of Paying University Fees
Shortly after a student applies to the Graduate School, notification of the receipt of the application, application fee, and residency classification for fee purposes is sent.

If a student has any questions concerning the residency status, he/she should contact the Residency Clerk at the Graduate School Office.

If a student is classified as out-of-state and is a full-time employee that state of Tennessee or at Fort Campbell, Kentucky and elects to attend the University on a part-time basis (6 hrs. or less), he/she must apply for a waiver of the out-of-state portion of the fees prior to the date of registration each quarter. Forms are available from the Residency Clerk at the Graduate School Office.

Rules for Determination of Status
(1) Every person having his or her domicile in this state shall be entitled to classification as an in-state student for fee and tuition purposes. No person having domicile elsewhere than in this state shall be eligible as an in-state student for tuition purposes.

(2) The domicile of an unemancipated person is that of the parent.

(3) Upon moving to this state, an emancipated person who provides persuasive evidence of domicile may apply for in-state classification for said person’s unemancipated children, as provided that said person is not in this state primarily as a full-time student, the unemancipated children may at once be so classified, and may continue to be so classified so long as said person remains domiciled in this state.

(4) Any person who remains in this state when the parent, having theretofore been domiciled in this state, removes from this state, shall be entitled to classification as an in-state student so long as attendance at a school or schools in this state shall be continuous.

(5) An unemancipated person whose parent is a member of the armed forces and stationed in this state or at Fort Campbell, Kentucky pursuant to military orders shall be classified as an out-of-state student but shall not be required to pay out-of-state tuition. The student, while in continuous attendance toward the degree for which he/she is currently enrolled, shall not lose his/her residence when the parent thereafter is transferred on military orders.

(6) Part-time students who reside in Tennessee and are employed full-time in the state or at Fort Campbell, Kentucky pursuant to military orders and who would be classified out-of-state in accordance with other provisions of these regulations,
will be classified out-of-state, but will not be required to pay out-of-state tuition while enrolled as part-time students. (Student must apply for this status each quarter).

Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that:
(1) No emancipated person shall be deemed to have gained residence while attending any educational institution in this state as a full-time student, as such status is defined by the governing board of such institution.
(2) The domicile of a married person shall be determined by the provisions of these regulations independent of the residence of the spouse.
(3) A person does not gain or lose in-state status for reason of his/her presence in any state or country while a member of the Armed Forces of the United States, provided that a member of the armed forces may obtain in-state status for the member and dependents by establishing domicile in this state.

Establishment of Domicile. If a student asserts that he/she has established domicile in Tennessee, the student has the burden of proving such assertion.

Appeal. The student who wishes to appeal his/her initial residency classification should contact the Residency Clerk in the Graduate Office.

Effective Date for Reclassification. If a student classified nonresident applies for in-state residency classification at the beginning of a quarter or semester and is subsequently so classified, the in-state residency classification shall be effective at the beginning of the quarter or semester in which application for reclassification was submitted.

Assistantships and Fellowships

Non-Service Fellowships supported by the University are awarded on the basis of ability and without regard to the field of study of the candidate. Successful applicants will need better than an overall 3.0 grade point average and high scores from the Graduate Record Examination or the Graduate Management Admission Test. The normal deadline for receipt of completed applications is mid-February. Application packets can be obtained from the Fellowship Assistant, Graduate Office. Information concerning many national competitions for fellowships and scholarships supported by non-University sources can also be obtained from the Fellowship Assistant.

Graduate assistantships and additional fellowships are offered through many departments of the University. The stipends usually cover tuition and fees. Information concerning these opportunities, and appropriate application forms, may be secured by writing to the head of the department in which the student expects to study.

Student Loans

National Direct Student Loans

Long-term loans are available through the National Direct Student Loan Program. Proven need for financial assistance determines eligibility.

Loan repayment and interest payments on National Direct Student Loans are deferred until after graduation or as long as an individual remains in half-time attendance at an accredited institution of higher education in the United States. Repayment may also be deferred for a period of three (3) years while the borrower is serving in the Armed Forces, Peace Corps, or Vista. Interest is 3 percent per year on the unpaid balance and the maximum repayment period is ten (10) years with the current minimum annual repayment of $180 or 10 percent of the accumulated loan, whichever is greater.

If upon graduation one becomes a full-time teacher in a public or non-profit school which is designated by the commissioner as having a high enrollment of low-income families or becomes a teacher of the handicapped, 15 percent of the total principal plus interest is cancelled for the first year of teaching, 20 percent for the third and fourth years, and 30 percent for the fifth year. If after graduation one becomes a staff member in a preschool program which is operated for a period comparable to a full school year, 15 percent of principal plus interest will be cancelled for each year of service. Cancellation at the rate of 12 1/2 percent of the total principal plus interest will also be made up to 50 percent of the loan for each year of Armed Forces service in an area of hostility.

Graduate level students may be extended annual loans of $2500 to a maximum accumulated (undergraduate and graduate) loan total of $10,000. The above regulations and provisions of the National Direct Student Loan Program are subject to change by federal legislative action.

University of Tennessee Student Loans

Student loans from University sources, established by friends and alumni of the University, are available to currently enrolled students. One can be extended a loan of up to $250 per quarter to an annual maximum of $750. The interest is 3 percent per annum payable annually on the anniversary date of the note. The loan is made for a specific time period, and is due at the end of a stated number of years from the date of the note. The borrower may, without penalty, pay all or part of the loan at any time before the maturity date.

Student Employment

The College Work-Study Program is administered in accordance with an agreement between The University of Tennessee and the United States Office of Education. To be eligible one must be accepted for enrollment or, if currently enrolled, be in "good standing" with the University. Eligibility further depends upon need for assistance.

Students should contact Director of Financial Aid for information concerning student loans.

Veterans' Benefits

The Office of the Registrar administers the University's responsibility for programs of the Veterans Administration. Each veteran or child of a deceased or disabled veteran should apply to the nearest Veterans Administration office for a certificate of eligibility. The application should be made before registration if possible. Certificates of eligibility are sent directly to students who then bring them to the Office of the Registrar for University authentication and processing.

General Information

The University of Tennessee offers its programs of instruction to qualified persons regardless of race, color, creed, sex, or national origin.

Housing

Single Men and Women: Single graduate students are provided excellent accommodations in both traditional and modern facilities which are conducive to academic achievement and personal development. Single graduate students have the same priority as other single students and may be assigned to any residence hall. Specific units of residence halls and of the apartment building have also been designated specifically for single graduate students.

In Melrose Hall the graduate section offers community living units for groups of six to ten students with personal responsibility emphasized. The Holt Avenue Apartment Residence Hall accommodates, on a graduate floor, students in groups of three or four. It is the responsibility of each resident to maintain the apartment by University standards. Further information can be obtained from the Office of Residence Halls, 405 Student Services Building.

Assistant Head Resident positions are available for single graduate students. The Assistant Head Resident is responsible to and assists the Head Resident in coordinating and supervising assigned aspects of the operation of the hall to which the assignment is made. The position is a part-time live-in position, with appointment on a 9 1/2-month basis. Summer employment may be possible. Further information can be obtained from the Office of Residence Halls, 405 Student Services Building.

Married Students: The University has provided excellent apartment facilities in several locations for married students. Information and application for these facilities may be secured from the Office of Rental Properties, Stadium Hall.

Vehicle Operation And Parking

The University of Tennessee endeavors to provide adequate facilities for the in-
Office of International Student Affairs

This office, located at 201 Alumni Hall, assists students from other countries with the many matters that are of particular concern to them during their stay in the United States. International Student Affairs serves as the official University representative in all matters involving immigration authorities, international educational organizations, and foreign governments.

The office maintains the student’s official immigration records and handles questions regarding immigration regulations. It coordinates such projects as a community volunteer program for international students and activities for student spouses. To aid the international student’s understanding of American life, its professional staff serves as advisors on personal and related problems.

Orientation programs are held at the beginning of each term, and international students are urged in advance to attend them.

International students applying for admission should write to: The Vice Chancellor for Graduate Studies and Research, The University of Tennessee, Knoxville.

University

International House

The International House is located approximately two blocks from the heart of the campus, at 1801 West Clinch Avenue. Provided by The University of Tennessee, and operated by the staff of the Office of International Student Affairs, the House serves as a facility where domestic and international students may come together to relax and discuss matters of mutual interest.

The small library at “I” House contains both books and periodicals from all over the world.

The University Library

The University of Tennessee, Knoxville, Library owns approximately 1,280,400 volumes, 1,801,300 manuscripts, 42,500 microfilm reels and 721,300 items of other microtext, plus recordings, tapes, United States and United Nations documents, and more than 20,000 periodicals and other serial titles, which are received annually. The library’s membership in the Association of Research Libraries indicates the University’s research and graduate instruction at the doctoral level and the support of large, comprehensive collections of library materials on a permanent basis.

Interlibrary loan service augments the UTK Library research holdings for faculty and graduate students and includes borrowing monographs, obtaining copies of needed materials, providing access to bibliographic services offered by other institutions, such as computer-based data searches and information retrieval.

Library holdings in Knoxville are housed in the James D. Hoskins (Main) Library and its five branches: Agriculture, Law, Music, Science-Engineering, and the John C. Hodges Undergraduate Library. Special Collections, located in the Main Library, is a repository of regional and local materials, Tennessee, and other specialties, including the legislative papers and moments of many Tennessee political figures. Its materials are of particular interest to scholars in the fields of history, political science, the social sciences and the arts.

The libraries located on the statewide campuses in Chattanooga, Martin, Memphis, Nashville, and Tullahoma are individually administered; all libraries of The University of Tennessee are accessible to all students and faculty in the system.

General Regulations of the Graduate School

Responsibility

A graduate student must assume full responsibility for knowledge of rules and regulations of the Graduate School and departmental requirements concerning the individual degree program. A statement on Graduate Students’ Rights and Responsibilities is printed on the back of the student’s Admission Status Form. Additional copies are available at the Graduate Office.

Requirements

The Graduate School requirements are minimal, and, in many cases, they are exceeded by those of the individual departments. In some cases, departments have brochures describing in detail their programs and requirements.

Correspondence Study

No graduate credit is allowed for work done by correspondence study with this or any other university.

Graduate Credit

No student may receive graduate credit for a course unless properly admitted to the Graduate School. It is expected that students will be so admitted prior to registration for courses carrying graduate credit. In some instances, however, students who appear to meet the criteria for admission are allowed conditional registration for graduate credit after filing an application for admission to the Graduate School and paying the application fee. Transcripts (two official copies) and additional materials required must then be filed with the Graduate Office at once. If the student is admitted within seven weeks from the last day of registration, the student may receive graduate credit for the course. Should the student not be so admitted, whether because of lack of
qualifications or because of failure to furnish the necessary materials in ample time for a decision concerning admission, the courses being taken will be changed to undergraduate credit, and no future registration will be permitted until the student is properly admitted as a graduate student.

**Change of Registration**

A student's permanent record card will show all courses for which registration has been completed except those from which the student withdraws during the first week after the beginning of classes.

The deadline for change of registration (from credit to audit, audit to credit, graduate to undergraduate, undergraduate to graduate, withdrawal, etc.) is set at mid-quarter, approximately 35 calendar days after the first day of classes each quarter. A student may change registration from a course at any time up to and including this date by executing a change of registration slip and submitting this to the Graduate Office. The advisor's signature is required to add a course two weeks after classes begin and/or to add a course that is closed. If withdrawal from a course, or from the University, occurs after the first week of classes and before the withdrawal deadline, the grade of W will automatically be entered on the student's record and on the final class roll sent to the Instructor in the course.

A student withdrawing from a course, or from the University, after the withdrawal deadline will receive the grade of F unless the student can clearly demonstrate that one of the following conditions exists:

a. illness or injury of the student as verified by the student health service or private physician,

b. serious personal or family problems as verified by the student's parents, minister, physician,

c. necessary change in work schedule as verified by the student's employer,

d. change of major to a program in which the student wishes to drop will not normally be used in computing degree requirements. Acceptance of the student into the new program should be verified by the Graduate School.

e. financial inability to continue at the University, or

f. call to active military service.

One of the same conditions must exist for any change of registration. A student will not be permitted to drop a course simply to avoid a poor grade.

A student wishing to withdraw from a course, or from the University, after the withdrawal deadline, or change his or her registration shall present the request, together with evidence of extenuating circumstances, to the Graduate Office. If the request is approved, the Graduate Office will notify the Office of Admissions and Records, which will enter the grade(s) of W or the appropriate change on the student's permanent record.

**Maximum Load**

All graduate students are urged to register each quarter for only that number of hours which they can successfully complete. The maximum load for a graduate student is 15 hours, and nine to twelve hours is considered a full load. Registration for more than 15 hours during any quarter including the summer quarter is not permissible without prior approval of the Vice Chancellor for Graduate Studies and Research, who may allow registration of up to 18 hours if the student has achieved an average of 3.6 or better in at least 9 hours of graduate work. Graduate assistants or others who have part-time duties with the University are expected to enroll for no more than an appropriate fraction of the maximum load.

**Advisors**

The Vice Chancellor for Graduate Studies and Research is the general advisor for all graduate students, but so far as particular courses are concerned, a student is counseled by an advisor from the major department. A new student seeking an advisor shall go to the department in which the student is to major. At the time of each registration, the advisor must approve the program of study for a student. If the student is pursuing a collateral area of study, the advisor, in approving the student's program, should secure the advice of the department representing the collateral area.

**Grades**

Grades in the Graduate School have the following meanings:

- A - (4 quality points per quarter hour); indicates superior work.
- B+ - (3.5 quality points per quarter hour); indicates above satisfactory work.
- B - (3 quality points per quarter hour); indicates satisfactory work.
- C+ - (2.5 quality points per quarter hour); indicates performance less than expected.
- C - (2 quality points per quarter hour); indicates work of borderline quality. This grade represents work below the standard expected of graduate students.
- D - (1 quality point per quarter hour); indicates clearly unsatisfactory work and carries no graduate credit.
- F - (no quality point value); indicates the student has done satisfactory work in the course, but—because of circumstances beyond control—has been unable to finish all requirements. It is not to be given to enable a student to do additional work to bring up a deficient grade. All incompletes must be removed within 2 quarters. If a supplementary grade report has not been received in the Graduate Office one week prior to the end of the second quarter, the W will be converted to an F. The incomplete will not be counted in the cumulative average until a grade is assigned. No student may graduate with an I on his record.*

S/NC - (carries credit hours, but no quality point value); S is equivalent to B or better, and NC means no credit earned. NC grades may be repeated for an S. S/NC grading is allowed only where indicated in the Graduate Catalog. S/N is used for courses which culminate in a thesis, dissertation, or preliminary examination. The N grade takes on the value of the S when the thesis or dissertation is accepted by the Graduate School. The number of S/NC courses to be allowed in a student's program of study shall be limited to one-fourth of the course requirement hours required (excluding thesis or dissertation) in a program. This would be 9 hours in a 45-hour Master's thesis program or 12 hours in a 48-hour non-thesis program or 18 hours in a doctoral program of 72 hours excluding dissertation hours.)

Graduate students are required to make an overall minimum grade average of B in courses taken for graduate credit. No graduate student will be allowed to repeat a course for the purpose of raising a grade already received. Transferred work will not be counted in computing the grade average on courses completed in Graduate School.

**Course Numbers**

All 5000- and 6000-level courses are graduate courses. Some 3000- and 4000-level courses, if listed in the Graduate Catalog, are available for graduate credit; however, a "G" must be indicated on the registration material at the time of registration. (A "G" will also be placed on the permanent record beside the hours credit.)

**Prerequisites**

Graduate work in any department must be preceded by sufficient undergraduate work in the major area and related ones to satisfy the department that the student can successfully do graduate work in the chosen field. All prerequisites are not listed in the Graduate Catalog since undergraduate records are examined and

* If a student receives an I after finishing the course work for the Master's degree but has not received the degree, he may complete the Master's degree and earn the Master's degree with an I with the approval of the Vice Chancellor for Graduate Studies and Research.
evaluated by the appropriate department before admission to a degree program.

Residence Requirements
There is no residence requirement for any Master's program.

The Specialist in Education Degree requires one quarter of full-time study if the student has a Master's degree. A student without a Master's degree is required to have two consecutive quarters of full-time residence.

The minimum residence for any Doctor's degree is one academic year or three consecutive quarters of full-time study. However, in exceptional cases, the time limit may be extended. No signature is needed if a student is requesting a change from non-degree to a degree program or from one degree to another in the same department.

Time Limit
The time limit for the use of graduate credit toward a Master's degree is six years from the beginning date of the earliest course applied toward the degree. The last 45 hours of credit for an Educational Specialist Degree must also be earned within a period of six years prior to the award.

Normally, these time limits may not be extended. However, in exceptional cases, courses taken beyond these periods may be recognized after special examination or other means recommended by the department and given prior approval of the Vice Chancellor for Graduate Studies and Research. The doctoral program must be completed within a period of five years after passage of preliminary examinations.

Graduate School News
The Graduate School News is published quarterly and is available to all graduate students. Calendars, schedules, and new requirements for degrees are published in order for students to have access to the latest information.

Proficiency Examination
A proficiency examination may be given in any academic course offered for graduate credit. A student must be regularly admitted to the Graduate School, and the examination must be recommended by the head of the department offering the course. Students applying for this privilege must present evidence that they have the knowledge and abilities expected of graduate students who have taken the same courses. Upon passing such an examination, the student will receive graduate credit. A maximum of three graduate courses may be completed by this method. A fee must be paid before administration of each examination. Proficiency examinations may not be used to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated.

Law Courses
A student may take up to nine quarter hours of law courses and receive credit toward a degree upon approval of the College of Law and department committee chairman. DBA students may take a maximum of 12 hours.

Transfer Credits
A maximum of nine quarter hours (six semester hours) may be transferred into a student's Master's program from work taken at accredited institutions. Courses transferred into a student's Master's program must consist of a combination of University of Tennessee System courses and courses from other institutions so long as the total accepted does not exceed one-half the total program, and courses accepted from outside The University of Tennessee System do not exceed nine quarter hours. Transfer credits will be placed on The University of Tennessee transcript record only after the student has been admitted to candidacy.

Courses taken for graduate credit at another institution and passed with a grade of B or better from a satisfactory graduate program may be accepted in a student's doctoral program. The number of hours a student may include will be determined by the doctoral committee. They must be listed on the Admission to Candidacy Form approved by the committee members and the Vice Chancellor for Graduate Studies and Research. Ordinarily, course work from foreign institutions is not transferred since these institutions have not been accredited. This course work must be completed within the six-year period prior to the receipt of the degree. The same rule applies also to the Specialist in Education Degree. Courses transferred into a student's Master's program may consist of a combination of University of Tennessee System courses and courses from other institutions so long as the total accepted does not exceed one-half the total program, and courses accepted from outside The University of Tennessee System do not exceed nine quarter hours. Transfer credits will be placed on The University of Tennessee transcript record only after the student has been admitted to candidacy.

Courses taken for graduate credit at another institution and passed with a grade of B or better from a satisfactory graduate program may be accepted in a student's doctoral program. The number of hours a student may include will be determined by the doctoral committee. They must be listed on the Admission to Candidacy Form approved by the committee members. Although the hours may be used as part of the requirements for the degree, the courses will not appear on The University of Tennessee transcript record. Official transcripts must be received by the Vice Chancellor for Graduate Studies and Research directly from appropriate institutions before any transfer of credit will be approved. Credits accepted in either the Master's or Doctor's program will not affect the minimum residence requirements, nor will they be counted in determining the student's grade average. Neither will they count toward meeting 5000- or 6000-level requirements for an advanced degree. Special rules apply for courses completed within The University of Tennessee System.

Thesis Consultant
All theses and dissertations are submitted to the Graduate School Thesis Consultant for approval before they are officially accepted for the Graduate Council. The student may confer with the Thesis Consultant regarding any problems or questions encountered during the preparation of the final copy of the thesis or dissertation. Students should also consult the Graduate School Thesis and Dissertation Manual as a guide to the correct format for the thesis or dissertation.

Before a thesis is deposited in the library, it is the responsibility of the Thesis Consultant to examine the materials and to make sure that the report is mechanically accurate and attractively presented, is free of technical errors in format, is suitable for binding and reproduction upon the University and its graduate program. If the form of the thesis is not thus approved, the student must make whatever corrections are necessary and submit the materials again.

A one-hour Thesis Workshop is held each fall quarter and each summer quarter for all interested students. The date for the Workshop is announced in the Graduate School News.

Requirements for Advanced Degrees

Master's Degrees
Master's degree programs offered in the Graduate School are listed under "Majors and Degrees Available" on pp 8-9. See also chart, p. 19 for summary of procedures for these degrees.

Non-Thesis Programs: Some departments offer optional non-thesis programs for the Master's degree. Departmental announcements indicate whether this option is available.

Course Requirements: A candidate for a Master's degree must present a total minimum credit of 45 quarter hours of approved graduate courses. These hours may be entirely in one major subject or may include one or two minors. If approved by the student's faculty advisory committee and the Vice Chancellor for Graduate Studies and Research, the major subject must include at least 18 quarter hours of credit. Work in the MBA degree program. A minor shall consist of not less than nine or more than 18 quarter hours of course work.
All courses for which a student registers must be completed (unless officially dropped) before graduation. At least one-half of the total graduate credit or course work, and the graduate program must be at or above the 5000-level, of which no more than nine hours may be thesis courses. These courses must be completed at The University of Tennessee. (5000- and 6000-numbered courses are open to graduate students only—3000- and 4000-numbered courses may be taken for graduate credit if listed in the Graduate School Catalog.)

The Arts and Sciences College Teaching requires 60 quarter hours, nine hours of which must be devoted to the preparation of a thesis (some departments permit the student to take additional courses in lieu of a thesis—see departmental requirement) and three hours of which will be comprised of a three-quarter, one credit-hour seminar in the principles and techniques of college teaching. In the two-year program, the candidate also spends six quarters as a teaching intern. The emphasis in the program will be on training prospective teachers of undergraduate courses. Participating departments are indicated in the list of "Majors and Degrees Available." p. 8-9

Master's Committee: A committee for the Master's degree is formed at or before the time the student applies for admission to candidacy. The student should consult with the major professor concerning the composition of a committee. This committee consists of a minimum of three members, with the rank of assistant professor or above. If a student does not have a minor, all members may be from the major department. If a student does have a minor, one member of the committee must be from the minor department. A student should consult with the advisor or department head concerning the Master's committee after one quarter of graduate level work.

Admission to Candidacy: Application for admission to candidacy for the Master's degree is made after the student completes any required prerequisite courses and at least 15 hours of graduate course work with a B average (no incompletes) in all courses taken for graduate credit. Approval of the Vice Chancellor for Graduate Studies and Research is required. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Graduate Office no later than commencement day of the quarter preceding the quarter in which he/she plans to graduate. The deadline for submission of this form is given each quarter in the Graduate School News.

Thesis Registration: A minimum of nine quarter hours and, in some approved programs, a maximum of 18 quarter hours of credit (course number 5000 which is variable credit) in the major may be earned in the preparation of an acceptable thesis, representing original, independent work. A student is not permitted to register for a thesis course each quarter work is being pursued on the thesis. If the thesis is not completed during the quarter in which the student registers for the last three hours of 5000, the candidate shall continue to register for a minimum of three hours of 5000 each quarter while actively working on the research and thesis through the quarter in which the thesis is accepted by the Graduate School. Similar rules apply when problems are used in lieu of the thesis.

Non-Thesis Registration: All non-thesis students using University facilities or faculty time must be registered for course 5002 if not registered for other courses. Students taking the final examination but not otherwise registered must pay a fee of $50. Final exams will not be scheduled until one of the above is met.

Final Examination for Thesis Students: A candidate presenting a thesis must pass a final oral (or oral and written) examination on all work offered for the degree. The examination is not merely a reexamination of course work, but it is a test of the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis. This examination must be scheduled through the Graduate Office, shall be held at least one week before the final date for submission of theses to the Graduate School. The complete thesis in a form approved by the major professor shall be distributed to all committee members at least one week before the date of the final oral examination. This examination will be conducted by a committee of not fewer than three faculty members, with the student's major professor as chairman. (Members of the University faculty may attend the examination.) In case of failure of the final examination, the candidate may not appear for reexamination until the following quarter. The result of the second examination is final.

Final Examination for Non-Thesis Students: A non-thesis student must pass a final written examination on all work offered for the degree. The department may or may not follow this examination with an oral examination. The examination is not merely a reexamination of course work, but it is a test of the candidate's ability to integrate material in the major and related fields. This examination must be scheduled through the Graduate Office in accordance with the Graduate School News deadlines. This examination will be conducted by a committee of not fewer than three faculty members, with the student's major professor as chairman. (Members of the University faculty may attend the examination.) In case of failure of the final examination, the candidate may not appear for reexamination until the following quarter. The result of the second examination is final.

Thesis: The thesis represents a culmination of original research project completed by the student. The student must have a method of presentation, and subject matter of the thesis are important in conveying to others the results of such research. Two copies of the thesis must be submitted to and approved by the Graduate School on or before the date specified by the Graduate School. If a student is unable to meet this deadline, and the thesis is approved prior to the first day of registration for the next quarter, the candidate may then graduate the next quarter (or later) without being registered if properly registered for three hours of 5000 the quarter the thesis was accepted. Each copy of the thesis must include an approval sheet, signed by the members of the committee, which certifies to the Vice Chancellor for Graduate Studies and Research that the committee has examined the final copy of the thesis and found its contents to be satisfactory. The student should check with the department head concerning additional required copies of the thesis. The thesis must be prepared according to the Graduate School Thesis and Dissertation Manual.

Specialist In Education Degree
The Specialist in Education (Ed.S.) degree is offered in curriculum and instruction, educational administration and supervision, educational psychology and guidance, safety education and service, and vocational-technical education. Students in the Graduate School who become candidates for the Ed.S. must have a minimum of one year of teaching experience or its equivalent. Admission to the Specialist in Education program requires formal application for admission to Graduate School, followed by processing and recommendation by the department or area in which the student is majoring, and is dependent upon final approval by the Vice Chancellor for Graduate Studies and Research.

The formulation of the student's program, supervision of program development, recommendation for admission to degree candidacy, direction of research, and qualifying and terminal examinations are executed by a committee of not fewer than three faculty members. This committee is appointed upon request from the department head by the Vice Chancellor for Graduate Studies and Research, and shall include a minimum of two members from the department or area of specialization. See chart, p. 20 for summary of procedures for this degree.

Course Requirements: Each student's program involves a minimum of six quarters of study totaling not less than 90 quarter hours. A student without a Master's degree is required to have at least one quarter of full-time residence. A student without a Master's degree is required to have two consecutive quarters of full-time residence. A minimum of 12 quarter hours from collateral fields in professional education (outside the major department or area) and 12 quarter hours from fields outside of the College of Education is required for each individual program.

Credits earned in a Master's degree may meet course requirements in the student's Specialist in Education program to which
## Summary of Procedures for Master's Degrees

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential candidate (if previously admitted non-degree)</td>
<td>Major departmental advisor and Vice Chancellor for Graduate Studies and Research</td>
<td>Prior to receiving 18 hours of course work</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy (forms at Graduate Office)</td>
<td>Major professor and student's committee</td>
<td>B average, no I's, completed prerequisites, at least one quarter prior to graduation*</td>
</tr>
<tr>
<td>Approval of admission to candidacy</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>Prior to commencement</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Placement of name on graduation list</th>
<th>Student</th>
<th>Indicate on registration material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for diploma</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>See deadline notice available at registration*</td>
</tr>
<tr>
<td>Scheduling of oral or written examination</td>
<td>Major professor, student, and Vice Chancellor for Graduate Studies and Research</td>
<td>Not later than one week prior to oral or written examination*</td>
</tr>
<tr>
<td>Submission of thesis to faculty committee</td>
<td>Faculty committee</td>
<td>At least one week prior to oral or written examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Major professor and committee</td>
<td>Not later than one week before thesis deadline*</td>
</tr>
<tr>
<td>Removal of incompletes</td>
<td>Instructor of course</td>
<td>Not later than one week before Commencement*</td>
</tr>
<tr>
<td>Submission of final copy of thesis and thesis card</td>
<td>Major professor, candidate's committee, and Vice Chancellor for Graduate Studies and Research</td>
<td>After oral examination and no later than two weeks before Commencement*</td>
</tr>
</tbody>
</table>

* Dates are printed in Graduate School News quarterly.

Undergraduate courses required for certification at The University of Tennessee in the student's field of specialization may not be taken for graduate credit as part of the program. At least 22 1/2 of the last 45 hours of course work, exclusive of the thesis or problems, must be in 5000- or 6000-level courses. The last 45 hours of a student's program (including thesis or problems) must be completed within six years.

**Admission to Candacy:** Admission to candidacy is established by formal application to the Vice Chancellor for Graduate Studies and Research, normally during or immediately following the quarter in which the student's course credit totals or exceeds 45 hours and upon the recommendation of the student's committee. Approval of the Vice Chancellor for Graduate Studies and Research is required. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Graduate Office no later than commencement day of the quarter preceding the quarter in which the student plans to graduate. A qualifying examination is required if the student's Master's degree was earned six or more years prior to admission to the program. The qualifying examination may be written, oral, or both written and oral.

**Thesis:** The thesis represents a culmination of an original research project completed by the student. The organization, method of presentation, and subject matter of the thesis are important in conveying to others the results of such research. A minimum of nine hours of research credit (5180, 5190, and 5200) is required. If the student does not complete the research during the first quarter registered for 5200, the student must continue to register for this course (minimum of three hours) each quarter as long as active work on the thesis continues or until the thesis...
is accepted by the Graduate School. The thesis is to be prepared according to the instructions in the Graduate School Thesis and Dissertation Manual. It should be approved by the committee prior to submission and must be submitted by the appropriate date the quarter the student wishes to graduate.

Final Examination: The final step in the program is an oral examination covering the student's research and course of study. This examination must be scheduled through the Graduate Office in accordance with the dates given in the Graduate School News. In case of failure, the student may not appear for reexamination until the following quarter. The result of the second examination is final.

Doctor's Degrees
Three doctoral degree programs are available: Doctor of Philosophy, Doctor of Education, and Doctor of Business Administration. Doctoral programs are listed under "Majors and Degrees Available" (see pages 8-9). The Doctor's degree, the highest in-course degree, is awarded in recognition of distinctive scholarship and the completion of a research project which is a significant contribution to knowledge.

Doctoral programs include a field of specialization and often study in one or more collateral fields. The selection of specific courses will be determined by each student's faculty committee, subject to regulations of the Graduate School and approval by the Vice Chancellor for Graduate Studies and Research. See chart, p. 22, for summary of procedures for this degree.

Doctoral Committee: The student's committee is nominated by the student's major professor and/or department head and approved by the Vice Chancellor for Graduate Studies and Research, usually at the beginning of the second year of graduate study. This committee shall consist of at least four members, with at least one member from outside the major department. Three of the four members, including the chairman, must be approved by the Graduate Council to direct doctoral research.

Continuous Registration: Registration for course 6000 is necessary whenever a student is working on the dissertation. A minimum registration of 36 quarter hours of course 6000 is required of all doctoral candidates before the dissertation will be accepted. The student will continuously register for course 6000 (minimum of three hours) from the time that the doctoral research proposal is approved, admission to candidacy is accepted, or registration for course 6000 is begun, whichever comes first, including the quarter in which the dissertation is accepted by the Graduate School. (NOTE: Continuous registration is interpreted to include the summer quarter.) If a student must be away from the University during the doctoral study the student may, upon recommendation of the department head and approval of the Vice Chancellor for Graduate Studies and Research, be granted a leave of absence from the requirement for periods not exceeding eight quarters.

Preliminary Examination: A comprehensive written preliminary examination which is an indication of the student's fitness for completing the program is required of each person working toward the doctorate. The nature and time of the examination will be determined by the student's major depart-

---

### Summary of Procedures for Specialist in Education Degrees

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential candidate (if previously admitted non-degree)</td>
<td>Major departmental advisor and Vice Chancellor for Graduate Studies and Research</td>
<td>After submission of Revision Form</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy (obtain forms from the Graduate Office)</td>
<td>Major professor and Vice Chancellor for Graduate Studies and Research</td>
<td>At least one quarter prior to graduation*</td>
</tr>
<tr>
<td>Approval of admission to candidacy</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>Prior to Commencement</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Student</td>
<td>Indicate on registration material</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>See deadline notice available at registration*</td>
</tr>
<tr>
<td>Scheduling of oral or written examination</td>
<td>Major professor, Vice Chancellor for Graduate Studies and Research, and student</td>
<td>Not later than one week prior to oral or written examination*</td>
</tr>
<tr>
<td>Submission of thesis or problems to faculty committee</td>
<td>Faculty committee</td>
<td>At least one week prior to oral examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Major professor and committee</td>
<td>Not later than one week prior to thesis/problems deadline*</td>
</tr>
<tr>
<td>Removal of incompletes</td>
<td>Instructor of course</td>
<td>Not later than one week before Commencement*</td>
</tr>
<tr>
<td>Submission of final copy of thesis and thesis card</td>
<td>Major professor, candidate's committee, and Vice Chancellor for Graduate Studies and Research</td>
<td>After oral examination and no later than two weeks before Commencement*</td>
</tr>
</tbody>
</table>

* Dates are printed in Graduate School News quarterly.
ment or faculty committee. The preliminary examination must be passed prior to admission to candidacy and at least three quarters in advance of conferral of the degree. The doctoral program must be completed within a period of five years after passage of preliminary examinations.

Language Requirements: Usually candidates for the Ph.D. degree must possess a reading knowledge of at least one foreign language in which there exists a significant body of literature relevant to their major field of study. Some programs require two languages and some none. Language requirements must be met at The University of Tennessee and cannot be transferred from another institution. Refer to the departmental descriptions of each Ph.D. program. The student's faculty committee will determine, with the approval of the Vice Chancellor for Graduate Studies and Research, the specific language (or languages) required. When the student feels adequately prepared to take a language examination, he or she should notify the language representative in the department. The appropriate forms to schedule the examination may be obtained from the Graduate Office. The dates and times of the examinations are printed in the Graduate School News.

Satisfactory completion (B grade or better) of an appropriate 3030 course in a language department may be substituted for the actual language examination. (The student cannot repeat this course if a grade of C or below is received when used in lieu of language examination.)

Admission to Candidacy: A student may be admitted to candidacy after passage of the preliminary examinations, fulfillment of the language requirements (for Ph.D.), and maintenance of at least a B average in the courses. (Each doctoral student must plan to take an appropriate number of 6000-level courses, usually a minimum of nine quarter hours, which are designed expressly for doctoral students at The University of Tennessee, during the program of study. These courses cannot be transferred from another institution.) Admision to candidacy must be secured at least three quarters prior to the date the degree is to be conferred. Each student is responsible for filing the application for admission to candidacy, which must be signed by the committee members and approved by the Vice Chancellor for Graduate Studies and Research. The student will be notified when admission to candidacy has been approved.

Research Requirements: Research is an essential part of the program of every candidate for the Doctor's degree. For the Doctor of Philosophy and Doctor of Business Administration degrees, original research forms the basis of the dissertation. The program for the Doctor of Education degree requires demonstration of proficiency in at least two types of research techniques. These techniques may include foreign languages, historical research methods, statistics, experimental design, sociological research methods, survey design and analysis, philosophical research methods, or machine data processing. The candidate's faculty committee shall determine the research techniques to be included in the candidate's program.

Final Examination: A final examination (oral, or oral and written) on the student's dissertation, special field, and such other fields as the student's faculty committee may specify, will be administered by the full, approved committee after completion of the dissertation and all course requirements. This examination must be passed at least one week before the date for submission of the dissertation to the Graduate Office. The examination must be scheduled through the Graduate Office and oral examinations not properly scheduled must be repeated. The dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The date of the examination is announced publicly and the examination is open to all faculty members.

Dissertation: The dissertation represents a culmination of an original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such major research.

A student should be registered for the number of dissertation hours representing the appropriate fraction of effort devoted to this phase of the candidate's program. A minimum registration of 36 quarter hours of course 6000 is required of all doctoral candidates before the dissertation will be accepted. The student shall continue to register for course 6000 (minimum of three hours) for the entire period during which the person is actually working on research and dissertation, including the quarter in which the dissertation is accepted by the Graduate School. Two copies of the dissertation (prepared according to the regulations given in the Graduate School Thesis and Dissertation Manual) must be submitted to and approved by the Graduate School. These copies must include an approval sheet, signed by all members of the faculty committee, which certifies to the Vice Chancellor for Graduate Studies and Research that they have examined the final copy and found its contents to be satisfactory. Doctoral forms and a thesis card are also submitted at this time. The student should check with the department head concerning additional required copies of the dissertation.
**Summary of Procedures for Doctoral Degrees**

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Preliminary examination</em></td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Foreign language examination(s)</em>**</td>
<td>Major department and language department jointly</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Appointment of faculty committee</em></td>
<td>Vice Chancellor for Graduate Studies and Research on recommendation of major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Approval of admission to candidacy (obtain blanks from Graduate Office)</td>
<td>Faculty committee and Vice Chancellor for Graduate Studies and Research</td>
<td>At least three quarters prior to graduation</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DIRECTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Student</td>
<td>Indicate on registration material</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>See deadline notice available at registration**</td>
</tr>
<tr>
<td>Scheduling of oral examination</td>
<td>Faculty committee and Vice Chancellor for Graduate Studies and Research</td>
<td>When approved by faculty committee and at least one week prior to oral examination**</td>
</tr>
<tr>
<td>Submission of dissertation to faculty committee</td>
<td>Faculty committee</td>
<td>At least two weeks prior to oral examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Faculty committee</td>
<td>Not later than one week before dissertation deadline**</td>
</tr>
<tr>
<td>Removal of incompletes</td>
<td>Instructor of course</td>
<td>Not later than one week before Commencement**</td>
</tr>
<tr>
<td>Submission of final copy of dissertation, doctoral forms, and thesis card</td>
<td>Faculty committee and Vice Chancellor for Graduate Studies and Research</td>
<td>After oral examination and at least two weeks before Commencement**</td>
</tr>
</tbody>
</table>

* The order of these items varies with individual programs.
** Dates are printed in Graduate School News quarterly.
*** Not required in some programs.

---

The Agricultural Extension Service operates as a three-way partnership among county, state, and federal governments. The University of Tennessee represents state and federal government and a County Agricultural Extension professional objectives. For example, a student majoring in agricultural biology may pursue work with an emphasis either in the area of plant pathology or economic entomology.

Normally, graduate programs will not exceed 108 quarter hours credit beyond the Bachelor's degree, exclusive of credit for Master's research, is required in the doctoral program. Of this total, 36 hours are normally devoted to thesis work. Course requirements include: **Course Requirements:** A minimum of 108 quarter hours credit beyond the Bachelor's degree, exclusive of credit for Master's research, is required in the doctoral program. Of this total, 36 hours are normally devoted to thesis work. Course requirements include: